

TO REPORT EMERGENCIES FOR ALL CAMPUS EMERGENCIES CALL:

- **Police, Fire, Medical:** 911
- **THEN Security (evenings/weekends):** 717.303.6834

TO REPORT NON-EMERGENCIES

- Daytime – call the Help Desk: 717.720.4444
- Evenings and Weekends – call security to report the incident: 717.303.6834

EMERGENCY NOTIFICATION

The DUC community will be informed about serious campus emergencies as soon as possible in one or more of the following ways:

Security Alerts – e2Campus

Security Alerts are sent via e-mail and/or sms text message. Update contact info through www.DixonUniversityCenter.org/emergency/e2Campus

DUC Website

Home page announcement on www.DixonUniversityCenter.org

Local Broadcast

NBC (8) ABC (27) CBS (21)
FOX (43) PBS (33) CW (15)

Emergency Info Line

Recorded message on 717.720.4080



LOCKDOWN

Buildings may be locked down in case of violent situations on or near DUC or for other safety reasons.

What You Should Do

Get to safety.

- Use your judgment based on circumstances. If possible quickly leave the area of risk or hide in a secure building, room, or outdoor space.

Secure yourself as best as you can.

- Lock the door of the room you are occupying.
- Turn off the lights.
- Lie on the floor, out of sight and away from windows and doors.
- Place cell phones or pagers on silent so that you can receive messages quietly.

What Others Will Do

- External doors will be secured by the emergency action team.
- The campus will be notified when the lockdown is over and/or the situation is resolved.



CRIME

If you observe a crime in progress:

- Call 911.
- Be prepared to provide descriptive suspect information, including:
 - Height/weight
 - Hair color/length
 - Facial hair or unusual physical characteristics
 - Glasses
 - Clothing color/style (hat, jacket, shoes)
 - Any property in possession (backpack, etc.)



UTILITY FAILURE

In the event that power, gas, water or some other utility failure happens campus wide or in a building you occupy:

- Remain in building and wait for directions from the emergency action team, as needed.



FIRE

- Pull the fire alarm and/or verbally alert others to exit the building.
- Close doors and windows in your immediate area as you exit.
- Leave the building via the closest and safest exit. Do not use elevators.
- Meet with others in the designated Mustering Point and wait for directions from the emergency action team.

If there is no safe exit:

- Place a towel or other material under your door to prevent smoke from entering your room.
- If a door handle is hot, do not open the door.
- Flash room lights, hang something from a window, and/or call for help from a window.

Call 911 and do not re-enter the building unless authorized by the emergency action team.

When a fire alarm sounds, always exit the building immediately.



HAZARDOUS SPILLS OR LEAKS

In event of a hazardous material spill or gas leak:

- Evacuate the affected area.
- Activate the fire alarm to evacuate an entire building, if necessary.
- Meet facilities services, security and/or the emergency action team at the designated Mustering Point.
- Provide information about the spill or leak, including the exact materials involved, if known.



EMERGENCY MEDICAL CARE

Call 911.

- Do not attempt to move injured persons, unless necessary, to avoid further injury.
- Provide first aid to the level for which you have been trained. Provide information about the medical incident to response staff when they arrive.



VIOLENT ACT OR THREAT

- Call 911 if you can safely do so. Be prepared to provide descriptive information about the incident and the person(s) involved.
- If confronted with immediate danger, use your best judgment based on exact circumstances. Consider **Run, Hide, and Fight** options. **Run:** Quickly leave the area if safe to do so and alert others. **Hide:** Lock and/ or barricade the door of the space you are occupying. Lie on the floor, out of sight and away from windows and doors. Place your cell phone on vibrate and maintain silence. **Fight:** As a last option, be prepared to defend yourself if you cannot safely run or hide. Act aggressively and commit to your actions. Enlist the help of others (if not alone) to disrupt or overtake the aggressor. Use improvised objects such as chairs, backpacks, or textbooks.

See lockdown section below for other campus violence response information.

SEVERE WEATHER

Indoors

- For tornado seek refuge under a desk, table, or other substantial furniture or fixtures.
- Stay away from windows and items that could fall from overhead.
- All doors should be closed.
- When safe, proceed quickly to the nearest exit.
- Go directly to the designated Mustering Point and wait for directions from the emergency action team.

Outdoors

- Avoid downed power lines.
- If in a vehicle, stay inside and stop at the nearest safe location, away from power lines.

INCLEMENT WEATHER

DUC operations may be closed or altered based upon inclement weather conditions, such as snow or wind storms. Decisions to close or delay operations for daytime will usually be communicated by 6:00 a.m. Decisions to close early will usually be communicated by 1:00 p.m. Decisions to close or delay weekend operations will usually be communicated by 4:00 p.m. the day prior. No announcement of closure or altered operations means DUC is operating normally.

Closure decisions will be communicated using the means listed under the section "Emergency Notification" (page 1).

PERSONAL SAFETY

- Park your vehicle in lighted and higher traveled areas at night or in the early morning.
- For escort services available during evening and weekend class hours call 717.303.6834. Avoid walking alone, especially at night.
- Always lock vehicle doors, even when you are inside.
- Do not leave valuables visible or unattended.
- Call 911 immediately to report incidents or suspicious circumstances.

MUSTERING POINTS

There are two (2) mustering points on campus. Locations are indicated on the campus map below.

- Front Lawn/Failor Green – people in Hughes, South, Richards Halls and the Administration Building should move to this muster point.
- Behind Duncan Hall – people in Duncan Hall should move to this muster point.
- Upon arriving at the muster point look for your supervisor, instructor, presenter, classmates or colleagues.
- Remain at the muster point until the Emergency Response Team tells you otherwise.

EMERGENCY BLUE PHONE

There are four (4) emergency blue phones available on campus. Locations are indicated on the campus map below.

- Two are in the main underground parking garage (one at the north end and one at the south end).
- One is located in the lawn area between Richard's Hall and South Hall.
- One is mounted on the east side of Duncan Hall.

These telephones, if activated in an emergency, will call 911 and result in a police response.

